

Place Module – Business Rules - Detailed

For additional information on data entry including business processes and more business rules, visit the CIWQS intranet page at <http://waternet.waterboards.ca.gov/oima/ciwqs/index.shtml>.

A place record represents any geographic location, such as a regulated wastewater treatment plant, a city, or a water body. Places that are of interest or consequence to the Water Boards should have a place record.

To paint the regulatory picture, a goal is to see all regulatory measures that regulate a place. This can be accomplished by having one place record linked to the appropriate regulatory measures. This is the preferred method. Alternatively, if the overall site is complex, containing multiple discrete activities that are regulated, multiple place records may be used and linked together as related places or each related to an overarching place. Additionally, places related to the Wetlands and Certification program must have a separate place in order to capture program specific information.

In general, if the multiple regulatory measures regulate the same discharge or activity, only one place record should be used.

For example, a wastewater treatment plant that has an NPDES permit, but also uses ponds so has a WDR, and is doing construction that needs a dewatering permit should be represented with one place record related to three regulatory measures.

Alternatively, a military base may contain a variety of regulated activities that may have different facility subtypes, such as a wastewater treatment plant, a landfill, and an MS4 permit. All of these activities are separate and therefore three place records should be created and each linked to the corresponding regulatory measures. The MS4 permit likely regulates the entire base so this place record should be linked to the other regulated places.

Dewatering permits often regulate sites before or during development. These same sites may be regulated post-development. It is not necessary to use the same place record for these different stages of development. If however, these activities are happening concurrently, the same place record should be used.

In other cases, the history of a site may be more relevant to the subsequent water quality regulation. Accordingly, the history should be tracked by relating places, if known. For example, if a site had a groundwater cleanup order and then is regulated by a dewatering permit, the two places should be related or the same record used because the original activity is relevant to the subsequent activity.

General Info Tab

Do not create duplicate places. CIWQS tries to prevent this using a search function upon saving the “General Info” tab for a new place record. When a new place is created, CIWQS searches for existing records that may be the same place. It searches for places where the names are similar and the city is the same or where the names are similar and the city is null. After the search, potential matches are displayed. If there is a match, select the radio button that corresponds with the match and click “Continue.” If no match is found, mark the “Did not find a duplicate Place” radio button and click the “Continue” button.

The Place Reconciliation function can also be run on existing records. This is done by clicking the Place Reconciliation button on the “General Info” tab. The same search criteria will be used to look for possible duplicates. The Place record that you are on will retain the address and location information. The links that were associated to the record(s) that was reconciled are now made to the Place record that you started on. The place IDs that were reconciled are noted on the Additional Info tab, under that attribute “Reconciled Place ID.”

Be sure to check for linked documents in Electronic Content Management (ECM), before reconciling. Start on the place record that has linked documents in order to retain those links. Documents linked to place IDs that cease to exist in CIWQS are orphaned.

A “Paperless Documents” link appears in the header of place records located in regions that use ECM for users that are in the “ECM User” user group. This link opens ECM¹ in a new window displaying the available documents for that place.

Place Name*

Use the [CIWQS Naming Convention](#) to establish Place Name. To more easily search for and identify places, the place name must uniquely identify the place. For example, do not name a place “WWTP.”

The view history button allows you to see any past modifications to the place name and when it was modified. If the place name changes but the activity remains the same, modify the place name field in the existing record. If the place name changes and the activity changes, create a new place. CIWQS does not search on historic place names

Place is Regulated*

This radio button signifies whether the place is a site that is or might be regulated. When entering places such as waterbodies, the radio button should be marked “no.” When entering a site that was inspected because of a complaint, but does not have an order at the time of inspection, may be regulated so the radio button should be marked “no.”

Place Type*

The place type provides a category that describes the place. This is a required field. Regulated places must be of type “facility” or child of “facility.” (A “child” is a subtype of a broader category.)

¹ The version of ECM that is accessed through this link does not contain the full functionality of the ECM software.

* Required field

Many of our reports filter out places that are other types. This allows only the facility that is being regulated to display in a report, even if there are also discharge points and waterbodies associated to a regulatory measure.

See http://www.waterboards.ca.gov/water_issues/programs/ciwqs/def_places.shtml for the list of place types that are subtypes of “facility” and their definitions.

Place Description

The place description field is a free text field that can be added to by multiple staff. For example, it can be used to describe more complicated situations than can adequately be described by the related place/party/violation/regulatory measure tabs. It can also be used to add additional location description information. This field has a 2000 character limit.

Program

The program information is read-only and is populated with the programs associated to the related regulatory measure(s).

Physical Address

The physical address fields, except for state, which defaults to “CA,” are not required and should not be completed if inappropriate.

Physical addresses are for the geographic location and must not be a P.O. Box address.

Physical addresses that are intersections or other non-traditional addresses (i.e., not a “mailing address”) should be briefly described in the “street name” field, leaving street number and street type blank. Additional description can be given in the description field. For example, if the site is at the end of an unnamed road close to the northwest corner of the intersection of Pine Street and Tulip Road, enter “NWC of Pine Street and Tulip Road” in the street name field. In the description field, describe “the site is at the end of an unnamed road/driveway which is approximately 30 feet north of the northwest corner of the intersection.”

County[#]

Select the county within which the place falls. If the place falls within multiple counties, select the one that is most impacted by the place and note the other ones in the Place Description field.

Condition: This field is required for place types of facility or subtype of facility.

Regional Board[#]

Select the Regional Board office that has primary responsibility for regulation of the facility from the dropdown menu. If you are affiliated with a Regional Water Board, this field will default to the number of the Regional Water Board with which you are affiliated. This is the Regional Board

[#] Conditionally required field

being used as an area, or place. If the place is located within multiple regions, staff must coordinate with their counterparts.

Condition: This field is required for types of facility or subtype of facility.

Latitude and Longitude Fields[#]

These fields are for recording the place's geographic coordinates in degrees/minutes/seconds (including tenths) and decimal degrees. The latitude and longitude are required for traditional facilities. "Traditional" means facilities that are adequately represented as a point, such as wastewater treatment facility or food processing plant. Non-traditional means the site is not adequately represented as a point, such as aquatic pesticide application areas or municipal separate storm sewer systems. If multiple points are provided, select one of them to enter and it is recommended that a description be provided in the "Description" field regarding the project area.

Latitude and Longitude coordinates can be entered in the form of degrees/minutes/seconds or decimal degrees. If the user enters decimal degrees, the system will convert to degrees/minutes/seconds when the user tabs out of the decimal degrees field. If the user enters degrees, minutes or seconds, the system will convert to decimal degrees when the user tabs out of one of these fields.

It is encouraged that latitude and longitude coordinates be derived from GPS.

CIWQS contains a "Show Map" link. When clicked, a map opens in a new window. Users may enter an address or select a point on the map and the "Latitude" and "Longitude" fields will populate in that window. Click the "Set Coordinates" button to have the latitude and longitude populate the place record. The zip code and county fields are also populated when the "Set Coordinates" function is used.

CIWQS also checks upon saving that the latitude and longitude given falls within the county selected².

Condition: Enter this field if the information is provided, it is not in the ocean, and if the place has place type of facility or subtype of facility or discharge point.

Source/Method

Select the source of the geographic data (latitude and longitude) from the dropdown menu

Source/Method	Description
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² County boundaries do not extend out into the ocean so you may receive an error when trying to save a lat/long that is in the ocean. If this happens, leave the latitude and longitude field blank and record this information in the place description field.

Address Matching	Geocoding, which uses an address to determine coordinates. Use this source/method when the “Show Map” function in CIWQS is used by using an address. If the “Show Map” function is used by using the map navigation, use “Map Interpolation (digital map).”
GPS	Hand held device. Coordinates may be corrected or uncorrected.
Map Interpolation (hard copy map)	Coordinates determined using a paper copy map.
Map Interpolation (digital map)	Method to determine coordinates using an electronic map, such as Google maps. Applications that require entering an address should be classified as Address Matching.
Survey	Coordinates determined through a field survey.
Unknown	Use this when the method is not known. If coordinates are submitted with an application and then verified using one of the methods above, enter the method that was used for verification.

Accuracy

Select the level of accuracy associated with the geographic data entered.

Datum

Select the source of the geographic data from dropdown menu

Datum	Description
North America 1927	Collection of horizontal reference points for North America established in 1927, based on the Clarke Ellipsoid of 1866.
North America 1983	Horizontal reference points based on the Geodetic Reference System 1980.
Unknown	Use this option of the datum referenced is not known.
WGS84	The latest version of World Geodetic System, which is the reference coordinate system used by the global positioning system. Chose this option is Google maps was used to find the latitude and longitude.

Reference Point

Select the reference point for which the latitude/longitude refers from the dropdown menu.

Reference Point	Description
Centroid of Area	The “middle” of an area, such as a collection system or city.
Discharge Point	The end of the discharge pipe
Front Door of Facility	The entrance to a building
Monitoring Location	The location where samples are collected
Other	Not one of the above
Unknown	Not known

Identifiers

The valid types of identifiers in the Place module are assessor’s parcel number (APN), Federal Registry System (FRS) number, Township/Range/Section (Public Land Survey System) and Global ID. Other identifiers should not be used here because they can and should be associated with the regulatory measure instead. Tracking the same identifiers under multiple records may cause inconsistencies.

For Township/Range/Section (Public Land Survey System), use the format
Tnn[N/S],Rnn[E/W]Snn,[MD/HUM/SB] ex T03N,R16W,S30,SB

The Global ID refers to the Global ID in Geotracker, if one exists for the site. If a Global ID exists for the site represented in the CIWQS place record, the Global ID can be entered as an “Identifier” for the site which will result in a link being created in the header of the CIWQS place record that allows the corresponding Geotracker record to be accessible within CIWQS. This functionality makes accessing electronic data in both CIWQS and Geotracker for a given site much easier for staff. To search Geotracker for the Global ID of the site represented in a CIWQS place record, click on the “Map Address in Geotracker” link next to the “Place ID” in the header of the CIWQS place record. A new window will be opened to Geotracker with a list of sites close to the one represented in the CIWQS place record. If the site in question is listed, the Global ID can then be manually entered into CIWQS as an “Identifier” which will replace the “Map Address in Geotracker” link with a link directly to the Geotracker record represented as the Global ID. This allows direct access to that site’s Geotracker data through the Global ID link in the CIWQS place record.

If an “Identifier” is entered, the “Type”, “Identifier”, and “Start Date” fields must be completed for accurate data entry.

One “Identifier” should be used per row in order to properly search on those numbers. Identifiers of linked regulatory measures may be used to search for places in the Place Module.

SIC/NAICS Tab

One or more Standard Industrial Classification (SIC) may be associated with the place, however there may be no more than one primary SIC.

There may also be one or more linked NAICS code. If used, there must be one and only one primary NAICS.

These codes should describe the primary activity happening at the place, not necessarily the activity that is being regulated. For example, a POTW should have an SIC of 4952 because the primary activity is sewerage system. However, a winery may have a sewerage system on site to treat waste, but the primary activity should be described by 2084, Wines, Brandy, and Brandy Spirits. The secondary activity would then be described by 4952, Sewerage Systems.

Related Parties Tab[#]

Places with linked related regulatory measures must have related organizations with at least one of the following role/relationships: “owner,” “operator” or “owner and operator”. These roles may be fulfilled by one or more organizations.

If the actual date the relationship began unknown, the date of data entry can be entered in the “Start Date” field.

Party relationships should not be “unlinked.” If the relationship ends, an “end date” should be entered. For example, if there is an ownership change, enter an end date to the existing organization and link the new organization, do not “unlink” the original organization.

On the search screen, a place may be found by searching on either active or inactive party relationships. That is, a search on related party will return both active and inactive relationships.

To find a place that is related to a specific party, that party must be either a “related organization” or a “related person” to that place. This search will not work if the place and party are related through “person at organization.”

The party with the relationship of “owner,” “operator” or “owner and operator” populates the “agency” field on the search screen and header.

The violation from inspection wizard uses the “owner,” “operator” or “owner and operator” party/place relationship to populate the responsible party of the violation.

Condition: Places with linked related regulatory measures must have related organizations with at least one of the following role/relationships: “owner,” “operator” or “owner and operator”.

Place-Organization Relationships

Relationship	Definition
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Interested Party	External person that has expressed interest in the place. For example, a complainant.
Jurisdiction Over	This role is for organizations, other than Water Boards, having responsibility for a place.
Land Owner	Party that owns the land, not the facility.
Operator [#]	Organization that operates a facility. If the operator is named as a discharger in the order, then the operator must be linked to the place.
Owner and Operator [#]	Party that both owns a facility and operates the facility.
Owner [#]	Organization that owns or leases a facility. Unless otherwise noted, this includes the land on which the facility is located. If the owner is named as a discharger in the order, then the owner must be linked to the place.
Regulating	Do not use. Water Board that is regulating the place. This relationship should only be used between the regional board party and regional board place.
Responsibility For	This relationship is used by the SSO module to relate the operator of a collection system to a spill from that collection system. This relationship cannot be selected manually.

Place-Person Relationships

Relationship	Definition
Case Worker	Water Board staff assigned to the place. This is a secondary relationship to be used if there is no linked regulatory measure. Most functionality in the system is based on the relationship of “staff” or “author” between a “person at an organization” and a regulatory measure.
Contact	External representative of a place. . This is a secondary relationship to be used if there is no linked regulatory measure. The primary relationship is “discharger contact” between a “person at an organization” and a regulatory measure.
Interested Party	External person that has expressed interest in the place. For example, a complainant.
Is A Data Submitter For	Person authorized to enter data into eSMR for the regulatory measure regulating the place. This should only be assigned by the system or the Help Center.
Is Onsite Manager For	Person authorized to submit eSMR for the regulatory measure regulating the place. This should only be assigned by the Help Center.
Pending – Is a Data Submitter For	A person that has requested to be a data submitter but has not yet been authorized.
Pending – Is Onsite Manager For	A person that has requested to be a Legally Responsible Official (allowed to certify and submit) data submitted but has not yet

	been authorized.
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Related Places Tab[#]

In general, relating a place is not required data entry. However, discharge points are required for eSMR places (i.e., places that are related to a discharger that submits monitoring reports electronically).

If the actual date the relationship began unknown, the date of data entry can be entered in the “Start Date” field.

Place-place relationships are directional. Links displayed on this tab can be seen in the second place’s “Related Places” tab with the “opposite” relationship displayed. The following relationship pairs are available.

Role/Relationship		Definition
Adjacent To	Adjacent To	Sites that are geographically next to each other
Below	Above	Monitoring locations that are co-located in the x-y plane but have different z coordinates.
Contained Within	Contains	A site that is located within another. For example, a groundwater cleanup site is contained within the military base.
Discharges Through	Accepts Discharges From	Relationship between a facility and a discharge point. Required for eSMR.
Downgradient	Upgradient	Describe points in both groundwater and surface water.
Monitoring Discharge From	Being Monitored By	Relationship between a discharge point and a monitoring location. Required for eSMR.
Replacing	Replaced By	Relationship between to records where one is taking the place of another. For example, Corey’s Cows closes and becomes Chelsea’s Chickens. It may also be used to demonstrate that one monitoring location has been replaced by another monitoring location.
Tributary Of	Tributary To	Describes waterbodies in which one

[#] Conditionally required field

		flows into another.
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Related Violations

The Related Violations tab displays violations to which the place has been linked (regardless of the role/relationship assigned). The link cannot be made from the place module; it must be made from the violation module.

A maximum of 300 violations are displayed. By default the display is in reverse chronological order, but the user can filter by date and sort by the column headings.

Related Regulatory Measures

The related “Regulatory Measures” tab displays regulatory measures to which the place has been linked (regardless of the role/relationship assigned). The link cannot be made from the Place module; it must be made from the Regulatory Measure module. The “effective dates” column displays the effective and termination dates of the regulatory measure.

Inspections

The Inspections tab displays inspections that are linked to the place. The link cannot be made from the place module; it must be made from the violation module.

Attachments

Upload files that are relevant to the site.

A Document Type must be selected from the drop down menu.

Document Type	Description
Other	Another document type not otherwise listed. All attachments that were uploaded to CIWQS before 7/8/2013 were assigned this type.
Schematics	Representation of the site and/or process flow diagrams
Survey	Any relevant survey, including Plant classification surveys
Well Report	Any documents related to a well on the site or that is monitoring impacts from the site

If the file name does not indicate what the file is, or if there are multiple files with similar names, a file description should be entered.

All information is saved upon clicking the “Upload File” button. If subsequent changes are made, use the “Save Attachment Changes” button.

Attachments will be made available in the Electronic Content Management (ECM) system.

Additional Info[#]

CAFO Information

For CAFOs that are related to a regulatory measure, “CAFO_subtype”, “CAFO_Type”, “Population”, and “Quality_Assurance” are required.

For poultry CAFOs that are related to a regulatory measure, “ONSITE” is required.

Population is the CAFO population.

Condition: The above attributes are required for CAFOs.

Facility Type

“Facility Type” is required for regulated facilities, and is used for billing. The following table defines the values in the Facility Type drop down menu.

Condition: This field is required for places with place types of facility and subtype of facility.

Facility Type	Description
Agriculture	Facilities that treat and/or dispose of the wastes associated with confined and concentrated animal feeding, confined animal feeding, confined animal holding, and confined and concentrated aquatic animal production facilities, and aquaculture. The treatment and/or disposal of agricultural return water is included in this category.
All other facilities	All facilities that treat and/or dispose of wastes that do not fall into one of the preceding categories.

[#] Conditionally required field


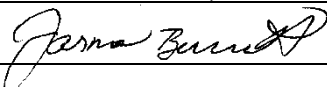
Industrial	Industrial – Facilities that treat and/or dispose of liquid or semisolid wastes from any servicing, producing, manufacturing or processing operation of whatever nature including mining, gravel washing, geothermal operations, air conditioning, ship building and repairing, oil production, storage and disposal operations, water well pumping.
Municipal/Domestic	Facilities that treat sewage or a mixture of predominantly sewage and other waste form districts, municipalities, communities, hospitals, schools, and publicly or privately owned systems (excluding individual surface leaching systems disposing of less than 1,000 gallons per day).
Solid Waste Class I – hazardous wastes	Solid Waste Sites-Class I – A solid waste facility at which hazardous wastes may be treated or stored.
Solid Waste Class II – designate wastes	Solid Waste Sites-Class II – A solid waste facility at which designated wastes may be treated or stored.
Solid Waste Class III – nonhazardous solid wastes	Solid Waste Sites-Class III – Landfills for nonhazardous solid wastes.

RCRA Flag

This flag is used to identify sites that are classified as Resource Conservation and Recovery Act (RCRA) sites.

Reconciled Place ID

This field displays the place IDs of any place records that have been combined through the reconciliation function with the place record that is being viewed.

APPROVAL SECTION			
<u>Approver</u>	<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>
Business Rules Team	Committee Members Present	Approved as Meeting Agenda Item	8/6/2013
CIWQS Quality Assurance Lead	Eric Maag		8/6/2013
Statewide CIWQS Coordinator	Jarma Bennett		8/6/2013

Summary of Changes

Version	Summary of Major Changes	Date
1	Original controlled document	3/27/2009
2	Addition of county requirement for facilities, modification of regional board requirement for facilities, addition of lat/long check with county, addition of new place types, addition of	4/9/2009

	inspection tab reference.	
3	Added reference to CIWQS intranet page. Addition of Global ID link to Geotracker and discussion of place-place relationships. Correction to ensure required and conditionally required fields were consistent between business rules and CIWQS screens, change to place type structure.	4/23/2012
4	Additional text in introduction explaining that places related to Wetlands and Certification regulatory measures cannot be used for multiple regulatory measures.	11/1/2012
5	Add reference to the relationship of “Responsibility For”; removed link to address matching tool	3/7/2013
6	Add reference to “Attachments” tab	8/5/2013

Naming Conventions

Follow the naming convention used by the agency for the particular facility, but use the following common abbreviations following the name. If uncommon, spell out in full.

<i>Common Names</i>	<i>Convention</i>
Airport	Spell out in full, in international use Intl
Company	Co
Corporation	Corp
Generating Station	GS
Incorporated	Inc
International	Intl
Landfill	LF
Limited Liability Company	LLC
Limited Liability Partnership	LLP
Nuclear Power Plant	Nuclear PP
Power Plant	PP
San Onofre Nuclear Generation Station	Spell out name and use Nuclear GS
Service Station	Use SS xxxx as in Chevron SS 1111 without periods. Remove punctuation from names i.e. Mobil-Exxon should be entered as MobilExxon
Sewage Treatment Plant	STP
Schedule of Proposed Actions (in regards to timber harvest plans on federal lands)	SOPA
Timber Harvest Plan	THP
Waste Management Unit	WMU
Waste Water Reclamation Facility	WWRF
Waste Water Treatment Facility	WWTF
Waste Water Treatment Plant	WWTP
Water Pollution Control Facility	WPCF
Water Pollution Control Plant	WPCP
Water Reclamation Facility	WRF